



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

Call No.: 21-2365

Job Designation:	<b>Senior Climate Officer</b>
Department:	<b>Economic Development and Corporate Strategy</b>
Salary Range:	<b>\$76,225 - \$92,954</b>
Job Details:	<b>Permanent Full-Time CUPE 1329</b>
Posting Status:	<b>Open to all current Town of Oakville employees and external applicants</b>

### **Job Responsibilities:**

Reporting to the Manager, Corporate Strategy in the Economic Development & Corporate Strategy Department, the Senior Climate Officer (SCO) will be responsible for leading the Town's portfolio of community climate change mitigation and energy planning to help support the response to Council's declaration of a climate emergency in 2019. As a dynamic and strategic thinker, the successful candidate will lead stakeholder engagement, partnership development, the pursuit of funding opportunities, promotion and recognition, and will advise on how to embed climate change mitigation across the organization. The SCO will act as the main liaison between the community and the Town for the implementation of the Community Energy Strategy. The SCO will engage primarily with external parties, industry executives, community stakeholders, government officials, and politicians. In addition to performing other duties as assigned, responsibilities include the following key activities:

#### **Plan initiatives and implement the Community Energy Strategy**

- Strategically identify and advise on opportunities for community energy and climate change mitigation action.
- Manage projects, analyze data, conduct research as well as develop business cases, studies, memos, RFPs/proposals, and reports to Council.
- Play a leading role in the development and implementation of future community energy strategies and updates.

#### **Facilitate partnerships and funding to accelerate community climate change mitigation projects**

- Identify, research, and collaborate with potential partners from the public and private sector.
- Represent the Town and develop and manage relationships.
- Develop legal agreements such as memorandums of understanding, present to potential partners including international governments, academic institutions and private sector organizations and plan delegations and site tours.

#### **Advise on climate change to embed it across the corporation**

- Advise, coach, and coordinate with other departments on climate change best practices to guide actions and support decision-making, including the development of metrics,

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milestones and markers to measure and track progress.

- Provide comments on public consultations including Official Plans, Official Plan amendments, provincial policy documents, and others.

### **Raise the Town's profile on climate through reporting, knowledge proliferation and recognition**

- Lead data gathering, analysis and reporting to external provincial, national and international community greenhouse emissions reporting frameworks.
- Coordinate and respond to media and other stakeholder inquiries on climate action.
- Evaluate and report on the impact of legislation and policies.

### **Staff coordination and committee involvement**

- Serve on interdepartmental committees and project teams to provide coordination for departmental initiatives amongst staff.
- Provide guidance to implement and embed community energy initiatives and principles.
- Provide training, oversight, evaluation and recruitment for students, volunteers, and members of cross-departmental teams, and provide indirect supervision of full-time staff.

### **Financial management**

- Prepare and provide oversight for capital budgets and ensure adherence to budget.
- Research, prepare, coordinate and report on funding opportunities.

### **Qualifications:**

- Minimum of 5 years' experience in strategic climate change action planning, attracting and developing partnerships, and engaging and facilitating senior-level staff, preferably in a municipal/public sector environment.
- Successful completion of a four-year university degree in the areas of the environment, energy, sustainability or a suitable equivalent, preferably integrated with business, marketing, communications or relevant supporting studies.
- Experience leading, proposing, developing and implementing complex projects including climate change plans and/or community energy projects.
- Relationship-building and management, political acuity, collaboration, networking and negotiation skills to connect informally and formally with external stakeholders as well as work proactively with members of Council and executive management.
- Leadership skills to provide direction to staff and stakeholders and serve as the lead on major project initiatives. The SCO must research, prioritize and propose strategic work to stakeholders and must have a high level of initiative.
- Resourcefulness, creativity and strategic thinking to anticipate and identify issues and generate buy-in through creating innovative and sustainable solutions to barriers.
- Written communication skills to develop policy documents, staff reports, executive summaries, correspondence, etc.
- Verbal communication, presentation and facilitation/liaison skills to build consensus and motivate others to act.
- Ability to effectively communicate complex and/or technical subject matters to a wide-variety of stakeholders including the public and senior management.
- Well-developed organization, time management, and project management skills with a strong ability to focus on logistic details.
- Ability to deliver services to meet the Town's corporate values: teamwork, accountability, dedication, honesty, innovation and respect.
- Working knowledge of community energy planning and climate action areas including broad understanding of: greenhouse gas emissions inventories; climate change mitigation policies and concepts; district energy; energy efficiency retrofits; green development standards; electric vehicles; Ontario's bulk energy system; energy efficient neighbourhood design principles; and renewable energy technology.

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- Working knowledge of the Ontario Municipal Act, the Planning Act, the Development Charges Act, Provincial and Federal incentive programs and grants, Provincial climate change plan, Federal climate change plan, Provincial energy operation and local/regional utility data and reports.
- Ability to independently research and learn emerging sustainable energy and climate change concepts and trends quickly and understand and communicate best practices.
- Ability to collect and analyze statistical data, as well as determine and report on key performance indicators.
- Experience in measuring and reporting on community energy and/or greenhouse gas emissions.
- Ability to understand, interpret and apply municipal and provincial policies, plans (including Oakville's Official Plan, Secondary Plans, master plans, etc.), by-laws and regulations.
- Strategic planning skills to identify, propose and pursue priority climate action opportunities for departments, the corporation, and external stakeholders, including conducting needs assessments, developing business cases, generating buy-in and gaining approvals for community energy initiatives.
- Strong relationship management skills to build and foster partners, identify project barriers, and enable others to act.
- Ability to work both independently with a high level of initiative and as part of a cohesive team.
- Project management and leadership skills to lead multi-stakeholder projects, oversee external partners, manage budgets and report to funders.
- Strong Financial management skills for budgeting.
- Experience managing and authoring grant writing and fundraising proposals.
- Training in change management, LEAN project management and community energy planning would be an asset.
- Proficiency in Microsoft Word, Excel, and PowerPoint, and a strong command of internet search engines for research. Knowledge of Access would be an asset.

**Applications for this position must be received at [oakville.ca](http://oakville.ca) in the employment section by no later than midnight on **September 24, 2021**.**

**DATED: August 31, 2021**

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.